

## **Excel 2007**

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### **The Microsoft Office Button**

The Microsoft Office button is in the top-left corner of the Excel 2007 window. Click the button, and a menu appears. You can use the menu to create a new file, open an existing file, save a file, and perform many other tasks.

### **The Quick Access Toolbar**

The Quick Access toolbar is next to the Microsoft Office button. The Quick Access toolbar gives you access to commands you frequently use. By default, Save, Undo, and Redo appear on the Quick Access toolbar. You can use Save to save your file, Undo to roll back an action you have taken, and Redo to reapply an action you have rolled back. You can add more options to the toolbar by clicking on the down arrow.

### **The Title Bar**

Next to the Quick Access toolbar is the Title bar. On the Title bar, Microsoft Excel displays the name of the workbook currently open.

### **The Ribbon**

In Microsoft Excel 2007, you use the Ribbon to issue commands. The Ribbon is located near the top of the Excel window, below the Quick Access toolbar. At the top of the Ribbon are several tabs; clicking a tab displays several related command groups. Within each group are related command buttons. You click buttons to issue commands or to access menus and dialog boxes.

## **Worksheets**

### **The Formula Bar**

If the Formula bar is turned on, the cell address of the cell you are in displays in the Name box which is located on the left side of the Formula bar. Cell entries display on the right side of the Formula bar. If you do not see the Formula bar in your window, perform the following steps:

1. Choose the View tab.
2. Click Formula Bar in the Show/Hide group. The Formula bar appears.

**Note:** The current cell address displays on the left side of the Formula bar.